

# INFORMATION BULLETIN

## WELFARE-TO-WORK

Number: WtWB02-14

Date: June 12, 2002  
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TO: WELFARE-TO-WORK COMMUNITY

SUBJECT: REVISED WtW CLIENT FORMS AND JTA HANDBOOK

The purpose of this information bulletin is to transmit the revised *Welfare-to-Work (WtW) Client Forms and JTA Handbook*. These revisions were requested by WtW Local Workforce Investment Areas and subgrantees to clarify instructions for using the Job Training Automation (JTA) system to track and report participants in the WtW program.

Please ensure this information bulletin is shared with your Management Information System and participant reporting staff. Questions regarding the revised *WtW Client Forms and JTA Handbook* may be directed to Patrick Cahill, Automation Customer Support Unit, at (916) 654-8058. All other questions should be directed to your [program manager](#).

/S/ BILL BURKE  
Chief  
Workforce Investment Division

Attachment is available on the Internet:

[WtW Client Forms and JTA Handbook](#) (PDF)(504k)